



Bridgeport *American Job Center* Offers June Employment and Training Workshops

WETHERSFIELD, May 26, 2017 – The Bridgeport *American Job Center*, located at 2 Lafayette Square, is offering a variety of training and employment workshops in June to assist area residents. Advance registration is encouraged due to space limitations. Please call (203) 455-2700 to register for these no-cost workshops.

Résumé Critique – June 2 and June 9 (9 – 11 a.m. by appointment only)

Schedule an appointment to meet with a Certified Professional Résumé Writer to review your current résumé. Participants should bring an updated, typed résumé for review.

Fundamentals of Résumé Writing – June 7 (1:30 – 3:30 p.m.) and June 16 (9:30 – 11:30 a.m.)

Learn how to write a focused résumé needed to secure a job interview and employment offers. Topics include thinking like an employer, strategies for developing individual sections, relevant vs. irrelevant information, formatting and cover letters.

Linked In Part 1: Get Connected – June 15 (9 a.m. – 12 p.m.)

A valid email address is required for this hands-on workshop. Learn how to set up a professional networking profile on Linked-In that will enable to build your network and connect/share information about job opportunities.

Successful Job Search Strategies – June 21 (1:30– 3:30 p.m.)

Learn job search strategies to help successfully secure your next position. Topics include employer research, networking and using social media to establish a digital presence.

Interviewing Strategies and Techniques – June 23 (1:30 – 3:30 p.m.)

This interactive session focuses on preparation, methods and follow-up to provide jobseekers with the knowledge and skills necessary to effectively compete with other candidates. The session includes simulated interview questions and participant responses will be critiqued to improve performance.

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